

PECHINEY CAST PLATE EMERGENCY ACTION PROCEDURES

The following actions are to be taken by Pechiney Cast Plate (PCP) Mgmt., SHEA Manager, Engineering and Maintenance Department employees to assure employee safety from fire, explosion, earthquakes, and other emergencies.

These procedures are general guidelines and do not pretend to encompass all possible necessary actions required by our personnel following an emergency. Safety is the priority.

ESCAPE PROCEDURES FOR ALL EMERGENCIES

- In the event buildings must be evacuated, an alarm will be sounded in the following manner:
 1. **Strobe lights Flashing at Columns**
 2. **Constant intermittent tone**
- In the case of **fire, major spill, explosion or earthquake**, all employees shall leave (walk, don't run) the area by using the nearest exit and walk to the designated assembly area, just south of "Palm Springs" (Cast House Cooling Tower – See Map).
- In the case of an **earthquake**, employees are to remain inside and seek shelter underneath tables, benches, or desks. Once shaking stops leave the area by using the nearest exit and calmly walk to the designated assembly area.
- Following any evacuation, all Engineering and Maintenance employees are to report to the designated assembly area until receiving a specific assignment by their Group Leader or Crew Leader. Obviously, any immediate need for action (assisting the injured, shutting off valves, isolating fires, etc.) may cause a delay in evacuation. However, every employee must report to their immediate Supervisor (Group Leader or Crew Leader) as quickly as possible in order to assure an accurate accounting of for all employees.

FIRE RESPONSE PROCEDURES

- Once a fire is observed, employees should call (x7189) or radio Security to explain situation.
- Only if safe to do so, those employees who are near the fire should attempt to put it out by using a fire extinguisher (Voluntary basis). Extinguishers are located on nearby identifiable building columns.
- Evacuation should be signaled by a Crew Leader, or Alternate, by pulling the nearest Manual Fire Alarm Pulls. Their locations are shown on the Emergency Evacuation Map, indicated as "FA."
- Security should then open all gates.
- Spotters should be sent out to designated areas to guide the Fire Dept (See Map – "S" for Spotter Locations).
- If an employee feels at any time that their safety is being compromised, they should immediately evacuate the area and report to the designated assembly area.
- The Group/Crew leader of the area is responsible to ensure "Fire Response Procedures" are being followed with the support of Maintenance and SHEA Representatives. Crew Leader should notify Group Leader & SHEA Rep. during off shifts.

O. Greer	626-794-6048	D. Martin	562-866-6248
C. Bridges	909-357-8013	B. Davis	909-861-4393
- Once Fire Department arrives on scene, they are the scene commanders and become in charge of the situation.
- After fire is put out, the scene should be left as is until a thorough investigation has taken place by Group Leaders, SHEA Rep. and or Plant Manager.
- Only authorized employees (Maintenance Crew Leaders/Alternates, Security or Management) can turn off Fire Alarm in the Security Office.

EARTHQUAKE RECOVERY PROCEDURES

- When an earthquake occurs whose magnitude is sufficient to result in falling objects, broken glass, power disruption, or rupture of pipes, personnel within PCP should immediately find a solid structure to position himself beneath and wait for shaking to stop. If a solid structure is not available, beware of falling debris. Personnel should immediately report to the designated assembly area. Although Casting Employees should attempt to stop metal flow, it may be in the best interest of safety to leave the casting units operating as-is, unattended. Finishing employees should shut down all of their equipment.
- During Monday – Friday Daylight work hours, the PCP staff will coordinate activities of employee assembly, inventory, and re-entry. Off-shift activities will be coordinated by 1) Crew Leaders, 2) Security Officer on duty.
- Production and Maintenance supervision shall designate assessment teams of two or more members. These teams will assess plant facilities using the checklist, Items 3 and 4 below, checking for safety conditions.
- Re-entry of facilities and re-start of equipment will be at the direction of the Plant Manager, EHS Manager, Engineers, Maintenance and Cast Plate Group Leaders as appropriate.

What to do after an Earthquake:

Following an evacuation, with all personnel gathered at the designated assembly area, each department is responsible for the following:

1. Account for all employees: This includes contractors and visitors. Security shall have list and shall be the main focal point for all information.
2. Check for any injuries:
Place injured in a safe place and call security or 911.
3. Check for safety conditions within the plant (use checklist)
 - Gas leaks (natural, chlorine, nitrogen, LP, other) – **Maint. & Engr. Personnel**
 - Water leaks - **Maint. & Engr. Personnel**
 - Electrical control disruption - **Maint. & Engr. Personnel**
 - Electrical power disruption - **Maint. & Engr. Personnel**
 - Air pressure pipe leaks - **Maint. & Engr. Personnel**
 - Unstable equipment or materials that could fall from an aftershock - **Material Handling**
 - Hazardous material spills (acid, caustic, etc.) **EHS Mngr. (or call ECI 24hr. Haz Mat Response at 1-800-321-5479)**
 - Integrity of building structures/cranes/crane rails- **Engr. Personnel**
 - Securing Molten Metal –(Before leaving Bldg.) **Casting & Maint. Personnel**
4. Take action to reduce chance of further injury or damage
 - Shut off gas at mains - see Appendix A-1. **Maint. & Engr. Personnel**
 - Shut off water at nearest valve from leak - See Attachment. **Maint. & Engr. Personnel**
 - Keep personnel clear of flammable liquid.
 - Prohibit use of candles, matches, or open flames.
 - Keep personnel clear of hazardous stacks.
 - Keep personnel clear of hazardous material spills.
 - Evacuate unsafe areas.
 - Prepare to fight fires if any occur.
 - Secure molten metal (plug Tap Block before leaving Bldg.). **Casting & Maint. Personnel**

5. Employee Safety & Communication

- a. Do not permit sightseeing after an emergency has occurred.
- b. Telephone use should be made available to employees at the earliest opportunity.

6. Security:

- a. Observe for and report fires to Vernon Fire Department by dialing 911 from any phone.
- b. Act as communication center at Gate I.
- c. Open all gates including parking lot.
- c. Keep battery-powered radio tuned for emergency information. Communicate as soon as possible the location, magnitude, extent of damage, and freeway/road conditions.
- d. Call 911 or other emergency services as appropriate.
- e. Monitor employees leaving the plant (if power is out, manual signature will be sufficient).

7. Engineering and Maintenance personnel will be responsible for:

Assisting in the plant damage assessment efforts, assuring safety of all utilities.

POST EMERGENCY PROCEDURES

- Once damage has been assessed and all dangers have been eliminated, it is the responsibility of the engineering and maintenance department to proceed with any repairs necessary prior to the release and startup of production equipment.
- Employees will be permitted to leave the plant after registering with the appropriate Group Leader, Crew Leader or Security Rep. It is necessary to be able to account for all personnel.
- Each Group Leader or Crew Leader shall be responsible to check for injuries and account for all employees under their direct supervision.
- Each Crew Leader must report a complete accounting of the injured and missing to their immediate Group Leader as quickly as possible.

EMERGENCY COMMUNICATION

It is the responsibility of the Maintenance Group Leader or Senior Engineer to inform the Plant Manager & EHS Manager of those areas that have been assessed as safe or unsafe.

- PCP Management Staff will have set up a Command Post at the Conference Room. Status of injuries and damages should be relayed to them as quickly as possible. Use Ext. 7172 or Radio for communication. Security will remain in communication with outside Emergency Services.
- Communications should be established by in-plant telephones, if functional, Radios or cell phones. Telephone use should be made available to personnel once it is deemed safe.
- If the telephone system is not functional, then two-way communication should be established either by using Radio handsets or cell phones. Cell Phone # for SHEA Manager is 909-522-3347, the Plant Manager cell phone # is 213-445-1879.
- Keep radio conversations short and to the point. Emergency communications must have priority.
- If the above cannot be established, then it will be necessary to assign runners in pairs to relay messages from the area command post to other areas, Security, etc.
- On site AM/FM Radios should be continuously monitored for general broadcast messages throughout the state of emergency. Specific Emergency instructions may be issued through this media.

Roles & Responsibilities:

- No employee shall be allowed to re-enter an evacuated building alone. Groups of at least two employees should be dispatched to their specific assignments.
- The first priority for action shall be the search and rescue for missing employees. Concurrently, **Maintenance personnel** will check the buildings for safety conditions so that authorized personnel can re-enter the building to prepare for possible Medical emergencies. **Maintenance personnel** will also be responsible for clearing the buildings. If Natural Gas leaks are suspected, the main valve is to be turned off as quickly as possible. If Chlorine is detected remain at a safe distance and wait for Fire Dept. to close valves.
- **Electricians and Electrical Engineers** shall be assigned the immediate action of verifying the integrity of the electrical power facilities and isolating any problem circuit. Do not enter any substation area that is mechanically damaged! Do not enter an area where loose or hanging wiring is visible.
- **Mechanics and Mechanical Engineers** shall be assigned the immediate action of finding and isolating any gas or liquid leaks, determining the integrity of the overhead cranes, and assisting in the dismantling of hazardous stacks of materials.
- **All Engineering and Maintenance employees** shall neutralize any equipment, energy / power source, or any other system that may pose a potential safety risk.
- **Each employee** involved in search must report back to his/her Group Leader / Crew Leader every 10 minutes. Communication and facts are the key to quickly assessing the danger and making safe decisions.
- **SHEA Manager & Plant Manager** should establish a "Communication Center" to facilitate the issuance of assignments and assess injuries / damage. If possible, this "command post" should be the Conference Room in which phones, radios and other items of need will be located.
- After thorough assessment is completed, the **Management Staff** will decide when and where the general plant population may reenter any buildings.
- These procedures must be re-established in their entirety if there is a re-occurrence of the emergency.

Appendix A

Procedure for emergency shut-off and restoration of plant natural gas service

1. In case of emergency (e.g., widespread gas leaks that cannot be isolated in a timely manner) close the two main gas shutoff valves located outside of the northwest corner of building 104. One valve is located near column A-1 and the other is near column A-3. (See Attached Map, indicated as "G")
2. When time permits, find the appropriate shutoff valve(s) necessary to isolate each damaged leg of the natural gas distribution system and close them. Place a safety tag on each valve.
3. Close isolation valves on all gas fired equipment (Furnaces, space heaters, water heaters, torches, stick burners, aspirator burners, etc.).
4. Thoroughly inspect the two main natural gas plant distribution lines throughout the plant for damage.
5. Once convinced that there is no damage to the plant distribution system, or following approved repairs to this system, natural gas service may now be restored as follows:
 - 5.1 Check to see that the pressure gages on both main gas-shutoff valves are reading zero. If not, replace them.
 - 5.2 Leak check both lines as follows:
 - 5.2.1 Crack open one of the valves to slowly bring the line to full pressure (the north supply operates at 15 psi, the south at 22 psi), then close the valve immediately.
 - 5.2.2 Check to see that the pressure holds for 20 minutes.
 - 5.2.3 If there is more than a 1 psi loss in 20 minutes, close the valves, search the system for a gas leak, and correct the problem. Recheck for leaks per these instructions.
 - 5.2.4 Perform the same check for the other supply line.
 - 5.3 Once leak checking is successfully completed the valve(s) may remain fully open.